



Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

Work Schedule Policy

Category: Employment, Benefits, and Workplace	Policy Description: Work hours and schedule for employees
Approved Date: 10/24/2013	Replaces Policy Dated:
Effective Date: 10/24/2013	Created By: Mikihala Mahi, Mālama Limahana (Human Resources Manager)

PURPOSE:

Ka 'Umeke Kā'eo (K'UK) maintains work hours which are compatible with state law, departmental functions, and the maintenance of effective work schedules.

DEFINITIONS:

- Casual/Emergency 89-day hire employees are those hired for a specific period, normally not to exceed 90 days, regardless of hours worked.
- Certificated employees are instructors or teachers.
- Classified employees are all other employees who are not certificated.
- Exempt employees do not earn overtime wages and paid on a salary basis, who regularly receive a predetermined amount of compensation each pay period.
- Full-time employees are those regularly working 35 or more hours per week.
- Meal period is a designated amount of time for having a meal
- Nonexempt employees earn overtime compensation at a rate of 1.5 times the employee's regular rate.
- Part-time employees work 20 hours or less per week.
- Rest period is a pause for relaxation; to take a break
- Work schedule is the time basis on which an employee is paid; may be full-time, part-time or intermittent.

POLICY:

The normal work schedule for nonexempt, full-time, classified employees is 37.5 hours per week. The normal work schedule for exempt, full-time, classified employees shall average at least 40 hours per week, and it is anticipated that these employees may average more than 40 hours per week. Full time, certificated employees are also exempt and average at least 35 hours per week.



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Part-time, classified employees shall work no more than 20 hours per week. Part-time, certificated employees shall work no more than 17.5 hours per week.

1) An employee is obligated to report for each and every scheduled work day or shift, to report on time and to complete all scheduled hours.

a. Being absent from or reporting to work after the scheduled beginning time requires the employee to properly notify their supervisor and Human Resources (HR) Manager in advance and to utilize the appropriate leaves or to lose payment for time not worked.

b. The HR Manager, under the advisement of the Principal, is responsible for maintaining work schedules, recording hours worked, tracking employee leave and reporting hours for pay. The Principal is responsible for authorizing leaves and approving hours for pay.

2) The Principal has the authority to establish a normal work week. The Principal is also responsible for the authorization of a nonexempt employee's work in excess of 40 hours in a single week.

3) The HR Manager is responsible for documenting all absences and keeping all leave files and related documentation for each employee.

APPLICABLE PROCEDURES:

Work Schedules

1) The Principal along with the HR Manager and/or supervisors shall establish each position's work schedule as operational needs demand. The normal business hours, unless otherwise scheduled are 7:00 a.m. to 4:00 p.m., Monday through Friday.

a. Certificated Employees: The regular school day commences at 8:00 a.m. and ends at 3:00 p.m. The teachers work day is a 7 hours.

b. Classified Workers: Each positions work schedule shall be established as operational needs demand.

- Educational Assistants: The regular work day starts at 7:30 a.m. and ends at 3:30 p.m.

- Office employees: Their work schedule may vary, however, an office employee should be available between 7:00 a.m. to 4:00 p.m.

NOTE: Positions which are exempt from overtime compensation are to be considered subject only to the measure of time required to perform the responsibilities of the job, usually a minimum of 40 hours per week or more. Exempt positions, therefore, are compensated on a salary basis rather than hourly wages.

2) An employee is expected to notify their supervisor and Human Resources manager promptly regarding the request for leave when the leave is known in advance. Upon return, employees must submit to the HR Manager, the Form G-1 "Application for



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Leave of Absence" (for classified employees) or DOE OHR 300-001 "Application for Leave of Absence Certificated School-Level Employees" (for certificated employees). Leave request will be documented. The HR Manager will then submit form(s) to the Principal for approval.

a. Authorized leaves shall be in accordance with attendance leaves and other benefit policies.

b. An employee who is absent from work without proper notice for three (3) consecutive working days may be considered to have abandoned the job and may be terminated from employment.

3) An employee shall not receive pay for unauthorized absences and may be subject to termination from employment as follows:

a. Failure to report to work as scheduled;

b. Failure to notify the supervisor and Human Resources manager, and/or

c. Failure to present adequate justification for an absence upon return to duty.

Work Arrival

1) It is the responsibility of the employee to arrive and report to work at the beginning of the scheduled work day. Arrival any time after the beginning of the scheduled work day is considered late or tardy for performance purposes.

2) Upon hire, the HR Manager or the employee's supervisor is responsible for informing each employee of the expected arrival time. Any changes made to work schedule (start and end time) must first be authorized by the Principal.

a. Arrival after the scheduled start time shall be considered late and the employee must request and submit leave forms for the time missed.

3) An employee is allowed to compensate, by additional work time within the same pay period (make up time), for time missed. Approval for this compensation time must be pre-approved by the Principal and/or HR Manager. If approval is denied, the employee must submit for the appropriate leave time. If no leave time is available, the employee must request for leave without pay.

4) Time missed due to late arrival will be recorded in employee attendance file.

Work Departure

1) An employee scheduled to work is expected to remain on the job until completion of the last hour of the scheduled work day.



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2) An employee must request and submit leave forms for departures before the end of the scheduled work day.

Rest Periods

1) No employee shall work more than four (4) hours without being permitted a rest period of at least fifteen (15) minutes. No reduction in pay shall be made for this rest period.

2) Rest periods shall be arranged in a manner that does not disrupt the operations of the school or classroom.

3) The rest period(s), which should not be added to the meal period, should be taken as near as possible to the middle of the four-hour work period.

4) Employees scheduled to work at least 7.5 hours a day shall be permitted two (2) 15 minute rest periods. Rest periods, should not be consistently taken consecutively (to equal 30 minutes) at the end of the day, as a means to leave work early.

5) It is the responsibility of the supervisor and HR manager to ensure all employees are permitted to rest period(s).

Meal Period

1) Employees scheduled to work 7.5 to 8 hours shall be permitted the meal period no sooner than the third hour and no later than the fifth hour of work.

2) During the meal period shall the employee be free from all work. The meal period may not be less than 30 minutes or more than 45 minutes.

3) K'UK considers the meal period, paid time. An extension of the allotted meal period must be approved by the supervisor and leave request submitted to Principal for approval.

OTHER RELATED INFORMATION: